

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

OPEN STATEWIDE EXAMINATION

HOUSING AND COMMUNITY DEVELOPMENT

REPRESENTATIVE II - 3CD01



PLEASE NOTE: *Although State agencies in general are subject to a hiring freeze, the Department expects to fill a number of new positions due to the \$2.1 billion dollar housing bond (Proposition 46, November 2002).*

HOW TO APPLY	<p>State applications (Std. 678) are available from, and may be filed in person, electronically, or by mail with:</p> <p>Department of Housing and Community Development P.O. Box 952050 (File by mail) 1800 Third Street, Suite 405 (File in person) bhsu@hcd.ca.gov (File electronically) Sacramento, CA 94252-2050 Attn: Personnel Office</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD. THE DEPARTMENT WILL ONLY ACCEPT STATE APPLICATIONS (STD. 678) WITH A REVISION DATE OF 12/2001. IF AN OUTDATED APPLICATION IS SUBMITTED, YOU WILL BE ASKED TO COMPLETE ANOTHER APPLICATION WITH THE NEW REVISION DATE.</p>
FINAL FILING DATE	<p>February 28, 2003</p> <p>Applications (form 678) must be POST MARKED no later than the final filing date. Applications electronically submitted must meet the final file date. Applications postmarked, personally delivered, or electronically received via interoffice mail after the final filing date will not be accepted for any reason.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.</p>
EXAMINATION DATES	<p>Written Test Date: April 8, 2003 (Sacramento) April 10, 2003 (Los Angeles)</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.</p> <p>This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply. Veteran's preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>
SALARY RANGE	<p>\$4110 – \$4997</p>
ELIGIBLE LIST INFORMATION	<p>A departmental open eligible list will be established for the Department of Housing and Community Development. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>
THE POSITION	<p>A Housing and Community Development Representative II, under general direction, performs developmental or analytical assignments. Duties may include administration of various loan and grant funds; research; assessment of housing and community development needs; preparation or review of plans or planning documents; program planning, monitoring and evaluation; technical assistance to private organizations and local governments; policy and legislation development; and advice on available housing and community development financing resources.</p> <p>Positions exist within the Department of Housing and Community Development in Sacramento and additional positions may exist in Ontario.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. All applicants/resumes must include "to" and "from" dates (month/day/year); time base and civil service class titles.</p> <p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements. Additionally, State experience applied toward the "non-State experience" pattern must be in a class at a level of responsibility at least equivalent to that of one of the classes specified in the promotional State experience pattern.</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Either I

One year of experience in the Department of Housing and Community Development performing the duties of a class comparable in level to Housing and Community Development Representative I, Range C. (Applicants may compete with six-months experience at Range C, but they must complete the required 12 months of experience prior to being eligible for appointment.)

Or II

Experience: Three years of professional experience in one or a combination of the following:

- 1. In a line or policy development capacity in a public agency or private firm engaged in urban renewal, neighborhood preservation, low-income housing programs, or market housing development. Qualifying experience in such agencies or firms includes property management, underwriting, homeownership and tenant counseling, economics or statistical research, housing policy analysis, and housing law.
- 2. In a public or private housing, economic, or community development related organization, with finance, loan officer, or economic development experience in a capacity such as mortgage banker, mortgage loan officer, or economic development packager.
- 3. Extensive site acquisition and site development experience in a housing development operation in a capacity such as land agent.
- 4. Loan packaging experience with a governmental housing, economic and/or business finance program(s).
- 5. As a member of the planning staff of a public agency, private firm, or nonprofit organization engaged in community or economic development planning, including preparation of housing elements.
- 6. Packaging home or other development loans, grants or development contracts utilizing private, State and Federal financing as a staff member of a housing/economic development corporation, or other organization fulfilling a similar function generating new construction, housing rehabilitation and/or development projects which benefit low and moderate income people.

(Experience in teaching urban planning or community development or a comparable field may be substituted for up to two years of the required experience on a year-for-year basis.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) (A Master's Degree in Rural or Urban Planning, Rural or Urban Land Economics, Architecture, or a related rural or urban studies field may be substituted for up to one year of the required general experience.)

**SPECIAL
PERSONAL
CHARACTERISTIC
S**

Willingness to travel throughout the State and work irregular hours.

**ADDITIONAL
DESIRABLE
QUALIFICATION**

Most positions require at least occasional travel. Therefore, possession of a valid California driver license of the appropriate class issued by the Department of Motor Vehicles may be required.

**EXAMINATION
INFORMATION**

This examination will consist of a written test only weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained on the written test. COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED

Written Test – Weighted 100%

SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the written test will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of business finance, real estate development, lending, and property management, especially as they relate to affordable housing.
- B. Knowledge of the general provisions of Federal, State, and local laws, programs, and resources as they pertain to housing, financing, economic and community development, and planning.
- C. Knowledge of research practices and current community development trends.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Testing Office at (916) 445-4807 three days prior to the written test date if he/she has not received a notice.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front. Applications may also be obtained through the State Personnel Boards website at www.spb.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Housing and Community Development reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

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